**SENIOR HUMAN RESOURCES ANALYST**

## DEFINITION

Under direction, to perform highly responsible professional, technical and analytical work in assigned areas such as selection/recruitment, classification/compensation, employee benefits, and training; to coordinate the work of subordinate staff on assigned projects and to coordinate the City's volunteer program; to provide direct administrative support to the Human Resources Manager; and to perform related work as required.

## CLASS CHARACTERISTICS

This is a lead supervisory level classification with responsibility for technical expertise and standards for one or more major areas within Human Resources. Incumbents at this level serve as the division's expert for assigned areas, and are expected to research, analyze and develop solutions to difficult technical issues, new legislation, and other complex Human Resources issues.

## EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead supervision to assigned staff including assigning, directing and reviewing work
- Provides training and development for division staff on new procedures, requirements, or legislation
- Develops and maintains technical expertise in one or more major areas of human resources administration
- Performs the most difficult, complex and/or controversial work within areas of expertise
- Analyzes new procedures, legislation, requirements; evaluates alternatives, develops recommendations, and assists in the implementation of recommendations as approved
- Assists and advises management and employees regarding human resources issues
- Interprets and applies human resources policies, procedures and regulations
- Prepares a variety of reports, correspondence and records; maintains accurate and up to date files and documentation
- Performs journey level work in various areas of human resources including recruitment, job analysis, classification, compensation, benefits, labor relations, and other areas as required
- Makes presentations within areas of expertise; attends meetings to represent the division
- Coordinates and participates in special projects related to system and procedure development and implementation, conversions and ad hoc issues

## **QUALIFICATIONS**

Knowledge of
- Public human resources policies, procedures, rules and regulations pertaining to recruitment and selection, classification and compensation, labor relations, benefits and employment practices
- Federal, state and local laws, regulations and codes including relevant case law, affecting human resources management
- Principles and practices of project management
- Principles and practices of supervision, training, and staff development
- Correct English grammar, spelling, punctuation
- Mathematics and statistics as applied to human resources work
- Personal computer hardware and software typically found in a modern office

Skill in
- Planning, assigning, directing and reviewing the work of others
- Interpreting, analyzing, and applying federal, state and local laws, rules and regulations related to human resources administration
- Analyzing complex human resources issues, evaluating alternatives and making sound recommendations in a timely manner
- Preparing, verifying and analyzing complex human resources reports, recommendations, records and correspondence
- Organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines
- Establishing and maintaining a variety of filing, record keeping and tracking systems
- Communicating clearly and concisely both orally and in writing
- Utilizing discretion in the handling and disclosure of confidential information
- Using personal computer software for the successful and efficient completion of assigned responsibilities; maintaining proficiency in the applications used by the division
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree in human resources, business or public administration or a closely related field, and four years of recent, professional human resources experience, preferably in the public sector, with at least one year of supervisory experience; or two years as a Human Resources Analyst with the City of Rocklin.

## LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

## PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings.  On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights.  Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position.  Not all duties are necessarily performed by each incumbent.  Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.